

2022– 2023 Gaithersburg Farmers Markets

Vendor Information and Regulations



Please Keep Pages 1 & 2 for Your Reference

Interpretation of the following information and regulations is at the discretion of the City of Gaithersburg

Main Street Farmers Market

Saturdays; 9:00 a.m. – 1:00 p.m.

301 Main Street, Gaithersburg, MD 20878

Summer Season

April 30th - November 19

Winter Season

November 26 - April 29

NO MARKET 12/24

Casey Farmers Market

Thursdays, 11:00 am- 2:30 pm.

Casey Community Center

810 S. Frederick Ave., Gaithersburg, MD 20877

Summer Season

May 5 – November 17

Winter Season

12/1, 1/19, 2/16, 3/16, 4/20

MARKET DESCRIPTION

The Gaithersburg Farmers Markets provide weekly access to **locally grown and produced food**. We offer year-round markets at Casey Community Center on Frederick Rd. and Main Street Pavilion in the Kentlands.

REGISTRATION PROCESS, APPLICATION DEADLINES, NOTIFICATION and SELECTION

All applications are subject to a jurying process. Accepted vendors will be notified with an e-mail confirmation.

Applications with payment for the **Year-Round and Summer Season must be submitted by April 4** and will be juried by **April 11**. Vendors will be notified as to their acceptance status shortly thereafter. Year-Round and Summer Applications received *after* April 4 will be considered only as space allows. Acceptance is not guaranteed. Accepted vendors will be asked for additional needed documents and/or permits upon acceptance. Applicants who are not accepted will receive a refund.

Applications with payment for the **Winter Market season must be submitted by October 10** and will be juried by **October 24**. Vendors will be notified as to their acceptance status shortly thereafter. Winter Market applications received *after* October 10 will be considered only as space allows. Acceptance is not guaranteed. Accepted vendors will be asked for additional needed documents and/or permits upon acceptance. Applicants who are not accepted will receive a refund.

There will be NO refunds once a vendor is accepted into the market.

The City reserves the right to reject any application for reasons including but not limited to, incompleteness, unreasonable requirements, failure to include payment, and failure to meet selection criteria. Acceptance will be dependent on space availability and the quality, appeal and variety of products offered.

RAIN/CANCELLATION POLICY

These are outdoor, RAIN or SHINE markets. In circumstances of inclement weather, the City will not cancel a market unless safety is of concern. Participation is dependent on the vendor's discretion. Vendors are responsible for covering and securing their own property in the event of inclement weather.

SALES TAX

The State of Maryland requires any person selling used or new products to charge 6% sales tax. If you do not have a Maryland tax ID #, you **DO NOT NEED TO APPLY FOR ONE**. Vendor names will be submitted to the Maryland State Comptroller's Office and a temporary Tax ID # will be automatically assigned to you by the State.

SPACE ASSIGNMENTS/PARKING

Vendors must provide their own complete setup, to include tables, chairs, and canopies with weights. Vendors must take responsibility for their own setup and teardown. Each vendor must display a neat, legible sign identifying their business. Prior to the opening of the season, vendors will receive a site map showing where their space is located. Vendors are not permitted to change their assigned space without permission. Concerns regarding an assigned space must be addressed with the Market Coordinator. Onsite parking is limited and will not be available for all vendors.

ELECTRICITY/WATER

Access to electricity is limited at the markets. If your booth requires electricity, **please include a request** on your application. Not all requests can be accommodated.

No water is available. Vendors are responsible for their own trash removal and wastewater disposal. Vendors who do not adhere to this regulation will be subject to a fine.

PHOTOGRAPHS

The City reserves the right to take and/or use photographs, video and/or recordings for promotional purposes in print or televised advertisements, brochures, postcards, fliers, City website, and other marketing media.

TERMINATION

The City reserves the right to terminate this agreement at any time. All terms and conditions shall survive termination.

TERMS AND CONDITIONS for Participation in the Gaithersburg Farmers Markets

- **Safety is a priority for the City.** Vendors must ensure that all inventory, equipment and supplies do not present a safety hazard to the public
- Tent Weights are required to secure tents for the safety of attendees. Vendors who do not bring weights will not be permitted to set up
- Styrofoam containers are not permitted, by law
- **Vendors are required to arrive no later than 30 minutes prior to market opening.** Those arriving late may forfeit their assigned location. Repeat violations may result in permanent removal from the market.
- Vendors must remain fully set up until the close of the market each week. Violations may result in permanent removal from the market
- If unable to attend, vendors must provide as much notice as possible to the Market Coordinator (preferably 3 days minimum.) On the day-of the market, vendors must contact the Market Coordinator as soon as possible. Repeated cancellations without proper notice may result in permanent removal from the market
- Vendors must provide their own complete setup, to include tables, chairs, and canopies with these specifications: **NFPA – 701 or California Certificate Fire Marshal Approved** on the tent tag. Vendors must provide a photo of the tent/canopy tag at the time of acceptance into the Market. Final acceptance will be conditional upon this requirement
- Vendors must provide trash receptacles for any waste from the vendor booth and agree to remove that trash from the market. (Receptacles provided by the Market are intended for the use of customers and guests only.)
- All vendor materials must be confined to the assigned space, and spaces may not be switched or sublet without approval by the Market Coordinator
- Only items that are listed on this application and approved by the Market Coordinator may be sold.
- Vendors must self-produce at least 90% of the products sold
- Vendors must conduct themselves in a professional manner at all times, and not use profanity, name calling or become physically or verbally abusive in any way
- Vendors are responsible for the behavior of family, friends, and those designated to act as an employee/agent/representative
- Vendors must be cooperative with the City of Gaithersburg's agents and other vendors to foster a pleasant and orderly market
- Vendors must comply with Montgomery County Health Dept. and Maryland Sales Tax requirements, if applicable
- Vendors must comply with all federal, state and local regulations
- Vendors must comply with City ban on smoking and vaping at the Market
- No pets, alcohol (except where approved for sale), weapons, or illegal/harmful substances are permitted
- The City reserves the right to perform inspections at the listed farm locations on this application at any time without prior notification. If found that the farm listed on this application is not producing the products that are sold at the markets, the City reserves the right to prohibit the sales of these products at the market
- The City is not responsible if vendors do not make a profit. The City will not be responsible for theft or damage to any items or displays. Vendors assume all responsibility for any loss, damage, claim or other injury to the City or to third parties resulting from use of the site by vendors, or by reason of vendor, their employees, agents, representatives, or to any of the items, materials, goods or other property of the same, whether caused by fire, theft, act of God, accident or any other cause whatsoever, for the period during which the Vendors use the space(s), and shall indemnify and hold harmless the City, its employees, agents and representatives from any and all such loss, damage, claim, injury or other expense relating thereto.
- City staff reserves the right to remove any vendors who they deem uncooperative
- The City reserves the right to restrict or prohibit the sale and display of any item(s) deemed inappropriate
- This application does not apply to other City-sponsored events, which require separate fees and application

2022-2023 GAITHERSBURG FARMERS MARKETS VENDOR APPLICATION

Please answer all applicable questions, sign application,
and submit pages 3 –5 with payment

All Applicants:

Name _____ Business Name _____

Mailing Address _____

Home # _____ Cell # _____ E-mail (Required) _____

Location of Farm/Kitchen/Studio (if different from mailing address) _____

Do you grow or produce all of your items? (circle answer) **Yes** **No**

If not, please explain: _____

Payment Types Accepted by Vendor (circle all applicable):

Cash

Checks

Debit/Credit

SNAP

WIC

FMNP

Type of Farm Practice (circle): **Certified Organic** **IPM** **Traditional** **Pesticide Free**

*Requested space size needed * (circle): **10' x 10'** **10' x 20'** **10' x 30'** (Casey Market Only)

* Prepared food vendors are limited to one (1) 10' x 10' space. Farmers are eligible for a 10' X 20' or 10' X 30'

* Farmers: indicate your vehicle type and dimensions: **Type:** _____ **Dimensions:** _____

License Plate Number: _____ *Parking on market grounds is subject to approval

ITEMS FOR SALE

If necessary, attach an additional sheet. **Items not listed may not be sold at the market without prior approval.**

MARKET LOCATION

(Indicate Casey or Main Street)

PRODUCT

ESTIMATED SALE DATES

PRICE RANGE

*Do you sell at any other regular markets? If so, please list name, day and time of markets:

*The following persons are designated as market booth employee/agent/representative:

1) _____ 2) _____ 3) _____

*List your business website and social media: _____

*Provide us with a short bio about your business (or a link to where we can find one online.)

***New vendors and returning vendors with a new set up must provide 1 photo or detailed drawing of booth set up.**

*Digital photos may be sent via e-mail or provided via link to photos on a website.

***Vendors must provide a Certificate of Insurance (COI),** and contact the Montgomery County Department of Health & Human Services at 240-777-3896 to determine if a health permit is required. Copy of health permit needs to be provided to market manager.

Main Street Farmers Market

Saturdays; 9 a.m. – 1 p.m.

Select One: ☐ Farm ☐ Prepared Food Other _____

Select One: ☐ **Year-Round** (April 30, 2022 – April 29, 2023)* Resident Fee: \$260 / Nonresident Fee: \$310

☐ **Summer Season** (April 30, 2022 – November 19, 2022)* Resident Fee: \$185 / Nonresident Fee: \$210

☐ **Winter Season** (November 26, 2022 – April 29, 2023)* Resident Fee: \$135 / Nonresident Fee: \$160

***No Market on December 24, 2022**

Resident vs. Nonresident Fees

Resident rates apply only to individuals and businesses residing in/located within the **corporate City tax limits of Gaithersburg**. A Gaithersburg mailing address does not necessarily mean the address is within the City corporate tax limits.

Casey Farmers Market

Thursdays; 11 a.m. – 2:30 p.m.

Select One: ☐ Farm ☐ Prepared Food Other _____

Select One: ☐ **Year-Round** (May 5, 2022 – April 20, 2023) Resident Fee: \$215 / Nonresident Fee: \$245

☐ **Summer Season** (May 5, 2022 – November 17, 2022) Resident Fee: \$185 / Nonresident Fee: \$210

☐ **Winter Season** (12/1, 1/19, 2/16, 3/16 & 4/20) Resident Fee: \$30 / Nonresident Fee: \$35

ADA ACCOMODATIONS

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act and other applicable law. Your request for accommodations will in no way affect your acceptance status. Please describe any specific accommodations you are requesting based on physical, psychiatric, behavioral or other concerns. All requests for accommodations must be made at least two weeks prior to market participation to allow the City sufficient time to consider the request.

ALL APPLICANTS

I certify that I have read, fully understand, and agree to comply with the Gaithersburg Market Vendor Information and Regulations, and that the information I have provided on this application is true and complete. I will be personally responsible for ensuring that the use of my space is carried out in conformance with this application. I further understand that **I am required to charge 6% sales tax and I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office after the event, if needed.**

As a participant in the 2022-23 Gaithersburg Farmers Markets, I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the Market, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the Market, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in a Gaithersburg Farmers Market by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

By signing this application, I authorize my payment to be processed and deposited upon receipt.

I understand that if I am not accepted into the market, a full refund will be issued.

SIGNATURE _____

DATE _____

If submitting application via e-mail, do not fill in your credit card number.

Instead, print and sign your name on application, and scan and e-mail the application.
Market Coordinator will call you to complete application payment.
Call 402-517-0101 for questions.

VENDOR PLEASE COMPLETE:

of Spaces: _____ X Space Fee: _____ = Total Paid: _____

Payment Method: ☐ Cash ☐ Check # _____

Please make checks payable to: **City of Gaithersburg**

☐ CREDIT: Circle one: VISA / MC / DISC / AMEX # _____ Exp. _____

Signature (required): _____

Print Name (required): _____

(No refunds will be given after vendor acceptance is confirmed.)

E-MAIL SCANNED APPLICATION TO:

Anna Pfaff
Anna.Pfaff@gaithersburgmd.gov

OR

**MAIL COMPLETED APPLICATION with
PAYMENT TO:**

City of Gaithersburg
Anna Pfaff
506 S. Frederick Ave
Gaithersburg, MD 20877